

The following letter is a sample letter which may be used and is not to be considered a “form letter” for use. POAs can customize or change letters, as appropriate.

(Public Housing Agency Letterhead)

(Date)

(Head of Household Name)

(Head of Household SSN)

(Address Line 1)

(Address Line 2)

Dear *(Head of Household)*:

The U. S. Department of Housing and Urban Development (HUD) notified us that a difference exists between the income that one or more members of your family reported and the actual income that was earned for calendar year 1998. This difference may affect the amount of rent you pay.

HUD has informed us that at least one letter was sent to one or more members of your family. Each person was directed to bring the original letter to us upon receipt. Disclosure of this information is required under Title 24 of the Code of Federal Regulations Section 5.617.

Our records indicate that the members of your family have not taken the actions requested in HUD’s letter. Please encourage the members of your family to disclose this information to us immediately, so that actions may be taken to resolve the income difference(s). As the head of household, it is your responsibility to ensure that all income earned or received by members of your family is accurately reported based on established policies. We strongly urge you to meet this responsibility.

Failure to disclose all earnings to us may result in the termination of your tenancy pursuant to the appropriate program regulations.

Note: In lieu of the termination of tenancy for your entire family, you can request that the member(s) of your family who failed to disclose HUD’s letter vacate your unit.

Thank you for your cooperation. Should you have any questions, please contact *(name of Public Housing Agency contact person)* at *(telephone number)*.

The following letter is a sample letter which may be used and is not to be considered a “form letter” for use. POAs can customize or change letters, as appropriate.

(Owner or Management Agent Letterhead)

(Date)

(Head of Household Name)

(Head of Household SSN)

(Address Line 1)

(Address Line 2)

Dear *(Head of Household)*:

The U. S. Department of Housing and Urban Development (HUD) notified us that a difference exists between the income that one or more members of your family reported and the actual income that was earned for calendar year 1998. This difference may affect the amount of rent you pay.

HUD has informed us that at least one letter was sent to one or more members of your family. Each person was directed to bring the original letter to us upon receipt. Disclosure of this information is required under Title 24 of the Code of Federal Regulations Section 5.617.

Our records indicate that the members of your family have not taken the actions requested in HUD’s letter. Please encourage the members of your family to disclose this information to us immediately, so that actions may be taken to resolve the income difference(s). As the head of household, it is your responsibility to ensure that all income earned or received by members of your family is accurately reported based on established policies. We strongly urge you to meet this responsibility.

Failure to disclose all earnings to us may result in the termination of your rental assistance/tenancy pursuant to the appropriate program regulations.

Note: In lieu of the termination of rental assistance/tenancy for your entire family, you can request that the member(s) of your family who failed to disclose HUD’s letter vacate your unit.

Thank you for your cooperation. Should you have any questions, please contact *(name of housing project contact person)* at *(telephone number)*.

The following letter is a sample letter which may be used and is not to be considered a “form letter” for use. POAs can customize or change letters, as appropriate.

(Public Housing Agency Letterhead)

(Date)

(Tenant Name)

(Tenant SSN)

(Address Line 1)

(Address Line 2)

Dear *(Tenant)*:

The U. S. Department of Housing and Urban Development (HUD) notified us that a difference exists between the income you reported and the actual income that you earned for calendar year 1998. This difference may affect the amount of rent you pay.

HUD has informed us that you were sent a letter and were directed to bring the original letter to us upon receipt. Disclosure of this information is required under Title 24 of the Code of Federal Regulations Section 5.617.

Our records indicate that we have not received the letter from you. Please bring the HUD letter to us immediately, so that actions may be taken to resolve the income difference(s). Failure to disclose all earnings to us may result in the termination of your tenancy pursuant to the appropriate program regulations.

Thank you for your cooperation. Should you have any questions, please contact *(name of Public Housing Agency contact person)* at *(telephone number)*.

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(Owner or Management Agent Letterhead)

(Date)

(Tenant Name)

(Tenant SSN)

(Address Line 1)

(Address Line 2)

Dear *(Tenant)*:

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Our records indicate that we have not received the letter from you. Please bring the HUD letter to us immediately, so that actions may be taken to resolve the income difference(s). Failure to disclose all earnings to us may result in the termination of your family's rental assistance/tenancy pursuant to the appropriate program regulations.

Thank you for your cooperation. Should you have any questions, please contact *(name of housing project contact person)* at *(telephone number)*.